

**University of Nevada, Las Vegas  
Howard R. Hughes College of  
Engineering**

**Rules and Bylaws  
Howard R. Hughes College of  
Engineering**

**Revised 5/17/2005**

**PREAMBLE**

The University of Nevada, Las Vegas Bylaws, (UCCSN Handbook, Title 5, Chapter 6, Chapter I, Section 4.4.2) delegate the authority to the faculty of the Howard R. Hughes College of Engineering to create a set of Bylaws to govern the internal operation of the College. The University of Nevada System Code and the University of Nevada, Las Vegas Bylaws takes precedence over any inconsistency with these College Bylaws.

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## **CHAPTER 1 - ORGANIZATION OF THE COLLEGE**

### Section 1.1 Structure of the College

1.1.1 The Howard Hughes College of Engineering consists of the following schools, departments, and research units:

#### **Schools and Departments**

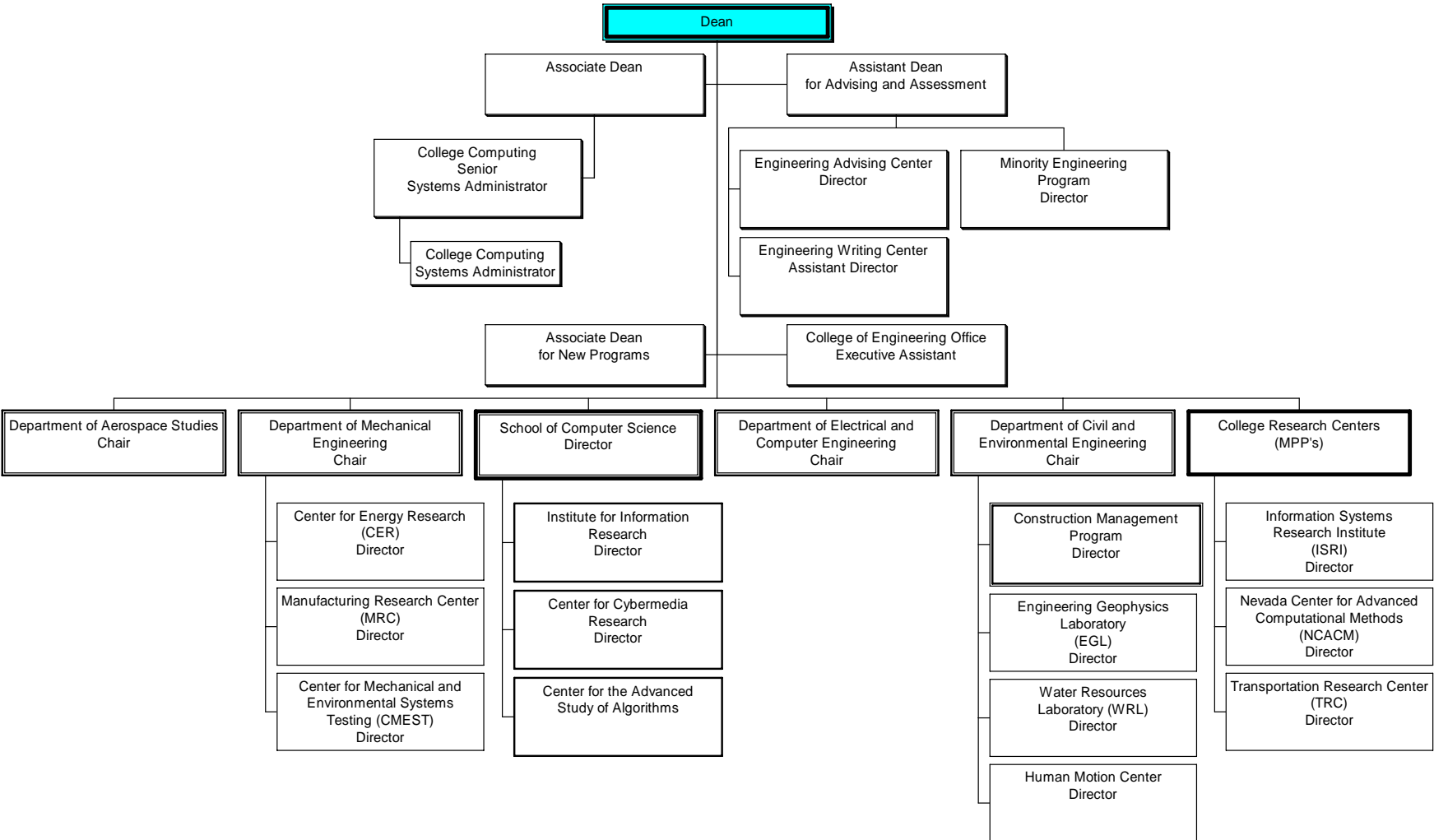
- Department of Civil and Environmental Engineering (CEG)
- School of Computer Science (CSC)
- Department of Electrical and Computer Engineering (ECE)
- Department of Mechanical Engineering (MEG)
- Department of Aerospace Studies (AES)
- School of Informatics (SI)

#### **Research Units**

- Information Sciences Research Institute (ISRI)
- Transportation Research Center (TRC)
- Center For Energy Research (CER)
- Nevada Center For Advanced Computational Methods (NCACM)
- Center For Mechanical And Environmental Systems Testing (CMEST)
- Engineering Geophysics Laboratory (EGL)
- Center for Advanced Studies of Algorithms (CASA)
- Center For Cybermedia Research (CCR/ITFFROC)
- Center For Manufacturing Research (CMR)
- Human Motion Center (HMC)

The organizational structure of the College is shown in figure 1.

Organizational Chart  
**Howard R. Hughes College of Engineering**  
 (January 1, 2005)



**Figure 1 College Organization**

## Section 1.2 The College Faculty: Composition and Responsibility

- 1.2.1 The College Faculty shall consist of all persons holding a full-time contract with the University of Nevada System for professional services as Lecturer, Instructor, Assistant Professor, Associate Professor, or Professor with 50 percent or more of their time assigned to the College. Only College Faculty are eligible to vote at the College Faculty meetings.
- 1.2.2 The areas of responsibility in the College are Engineering, Computer Science, and related technical programs.
- 1.2.3 The President and the Vice President for Academic Affairs of the University of Nevada, Las Vegas shall be ex-officio members of the College Faculty. They may participate in meetings of the College Faculty without vote. Adjunct faculty assigned to the College shall be non-voting adjunct members of the College Faculty.
- 1.2.4 The College Faculty, under the direction of the Dean, shall have authority over matters of internal education policy, including faculty welfare.
- 1.2.5 Each faculty member shall be assigned to a department after consultation with the department. Each faculty member may be appointed to the Graduate Faculty in accordance with the Graduate Faculty Bylaws.

## Section 1.3 Department Faculty: Composition and Responsibility

- 1.3.1 The Faculty of each department or school, under the direction of the department chairperson or school director, shall have authority over all matters of internal educational policy and faculty welfare of that department. The department faculty shall prescribe the Bylaws under which it will administer the program(s) of study for which the department has responsibility. Such Bylaws must be consistent with the provisions of the UNLV and College of Engineering Bylaws. Any action by a department which requires the consideration and/or approval of the College Faculty shall be presented at a College Faculty Meeting, as described in section 2.2, by the chairperson or designee.
- 1.3.2 All College faculty members may make recommendations and may vote on all matters of educational policy that affect undergraduate programs of instruction.
- 1.3.3 Graduate Faculty members may make recommendations and may vote on all matters of educational policy that affect graduate programs of instruction.

## Section 1.4 Changes in College Structure

- 1.4.1 Existing departments or units within the College may be split, eliminated, or consolidated by majority vote of the departments' faculty(ies) concerned or by a majority of the College Faculty in attendance at a College faculty meeting.

- 1.4.2 New departments or units may be established within the College with approval by a majority vote of the College Faculty in attendance at a College Faculty meeting.
- 1.4.3 Any proposal to modify the structure of the College which are approved by the College Faculty shall be forwarded to the Dean of the College for the approval and then to the Vice President for Academic Affairs and the President of the University for their approval.

## **CHAPTER 2 - ADMINISTRATION OF THE COLLEGE**

### Section 2.1 Officers of the College

- 2.1.1 The chief administrative officer of the College is the Dean. Other administrative officers include associate and assistant deans, department chairpersons, and directors of designated programs, centers, and institutes within the College.

### Section 2.2 Purpose and Procedure of the College Faculty Meetings

- 2.2.1 Purpose. College Faculty meetings are held for the purpose of the receiving information, discussing administrative policy and other matters of the faculty interest, and taking such action on issues as the College Faculty may deem appropriate.
- 2.2.2 Scope. The College Faculty may recommend action to the appropriate authority on any matter of general College interest.
- 2.2.3 Quorum. A quorum shall consist of a simple majority of the College Faculty.
- 2.2.4 Action. Action by the College Faculty shall be through a motion approved by a majority of the College Faculty members present at a meeting where a quorum is constituted.
- 2.2.5 Presiding Officer. The Dean shall be the presiding officer at meeting of the College Faculty. In his absence, the Associate Dean or designated member of the College Faculty will preside.
- 2.2.6 Secretary. The Dean shall be responsible for providing secretarial support for the College faculty meetings. The secretary shall maintain accurate record and prepare the minutes of the meeting.
- 2.2.7 Meetings. A regular meeting shall be called by the Dean at the beginning of each semester. Additional meetings may be called, with seven days notice to the faculty, at such other times as the Dean determines them to be warranted. The Dean shall call a special meeting of the College Faculty upon receipt of a written request signed by at least

one-fourth of the voting members of the College faculty. Such a meeting shall be held within 10 days of receiving the request.

- 2.2.8 Agenda. The date, time, place, and agenda of each meeting of the College Faculty shall be published by the Dean in a memorandum to the College Faculty at least one week in advance of the meeting. The agenda shall allow opportunity for the introduction of new business by any member of the faculty. Faculty members proposing to introduce new business shall inform the Dean and other faculty members of its nature at least three days before the meeting.
- 2.2.9 Minutes. A copy of the minutes of each meeting of the College Faculty shall be distributed to each member of the College Faculty within in week after the meeting after the meeting. Such minutes shall constitute the official record and notice of official actions and positions of the College faculty.
- 2.2.10 Class A Actions. Actions taken by the College Faculty, which substantially alter or affect College policy, shall be designated as Class A actions. Such actions are exemplified by, although not exclusively limited to, matters of academic standards, undergraduate and graduate degree programs, and amendment of the Bylaws.
- 2.2.10.1 The College Faculty shall determine by simple majority of those present and voting in a College Faculty meeting whether any action shall be designated a Class A action.
- 2.2.10.2 Every Class A action shall be submitted in writing to each member of the College Faculty, through the department secretaries, along with a ballot to be returned within a specified time limit. Ballots shall be counted by the Executive Committee. All members of the Faculty are expected to vote in a Class A action.
- 2.2.10.3 Except for amendments to these Bylaws, approval by a simple majority of the College Faculty voting in a Class A action shall be required for passage of such action provided that at least a majority of the College Faculty voted on the Class A action. For amendments to these Bylaws, see section 7.1.
- 2.2.11 Elections. Elections in the College shall proceed according to Robert's Rules of Order. The Dean shall call for nominations, secret ballots shall be cast, the ballots counted by the Secretary, and reported immediately by the Dean. In the event an election(s) is the only item of business, the Dean may request nomination from the faculty and conduct the election by mail ballot.
- 2.2.12 Proxies. Proxy votes shall not be allowed in votes taken by the College Faculty of the Howard R. Hughes College of Engineering.
- 2.2.13 Absentee Voting. College Faculty who expect to be out of town for an important vote may cast a written absentee ballot through their department chair or designee.

2.2.14 Parliamentary Procedure. All proceeding in College Faculty meetings shall be governed by Robert's Rules of Order. These Bylaws take precedence in case of conflict with Robert's Rules of Order.

### Section 2.3 Committee Structure

2.3.1 The ongoing activities of the College related to faculty, students, and curriculum shall be conducted to a large extent by committees made up of faculty and, in some cases, students. The standing committees of the College shall be the Academic Standards Committee, the Curriculum Committee, the Faculty Affairs Committee, and the Student Recruitment Committee. The Executive Committee is a permanent College Committee. The Dean will appoint Ad Hoc committees as may be required from time to time. The Dean and Associate Dean are non-voting ex officio members of all committees.

2.3.2 Each committee shall be responsible for establishing its own operating procedures. The operating procedures of the standing committees must be approved by the College Faculty because these committees report directly to the College Faculty. Each standing committee shall elect its own chairperson. The chairperson of each committee shall be responsible for the preparation of minutes for each meeting and for their distribution to the College Faculty. Such minutes shall report the progress, actions, and recommendations of the committee on matters for which it is responsible. Minutes shall be distributed no later than one week after the meeting. The Dean shall contact the chairperson about an upcoming College Faculty meeting and arrange an oral report, if appropriate.

2.3.3 The terms of service on a committee shall be for two academic years. Faculty committee members shall be elected/appointed in staggered terms such that about one-half of the membership carries over to the following year. Elections and appointments shall be made near the end of the spring semester to take effect at the start of the fall semester. Consecutive terms of service are permissible. Student members shall be selected as early in the fall semester as possible.

2.3.4 No faculty member shall serve as chairperson of more that one standing committee at the same time.

2.3.5 The limitations imposed by Sections 2.3.3 and 2.3.4 do not apply to Ad Hoc committee service.

2.3.6 Committee replacements shall be selected in the same way as the person being replaced.

2.3.7 Student members of a committee shall be selected in accordance with the guidelines of the Consolidated Students of the University of Nevada, Las Vegas (CSUN).

### Section 2.4 Standing Committees

2.4.1 Academic Standards Committee

2.4.1.1 Membership. The Academic Standards Committee shall include one member from each academic department or school chosen in accordance with the department Bylaws with the provision that the College representative to the University Academic Standards Committee serves as an additional non-voting member of the College committee. An undergraduate student from the College of Engineering shall be a member of this committee.

2.4.1.2 Functions. The Academic Standards Committee shall perform such functions as are prescribed by the University Academic Standards Committee or by vote of the College Faculty. Committee functions shall include at least the following:

- a. Initiate and consider recommendations concerning the academic standards of the College.
- b. Hear individual student appeals relative to waiver of academic regulations and to College suspension. Recommendations shall be forwarded to the Dean.
- c. Hear student grievances, primarily related to accusations of unfair and capricious grading, and forward recommendations to the Dean.

#### 2.4.2 Curriculum Committee

2.4.2.1 Membership. The Curriculum Committee shall consist of one member from each academic department chosen in accordance with department Bylaws with the provision that the College representative on the University Curriculum Committee serves as an additional non-voting member of the Curriculum Committee. If the department's representative is not a member of the Graduate Faculty, the department shall select a member of the Graduate Faculty to consider and vote on any issue related strictly to the graduate program.

2.4.2.2 Functions. The Curriculum Committee shall receive curricular changes and proposals from the various departments and act upon them in accordance with the provisions of Section 4. The purpose of the Curriculum Committee is to foster the orderly development of the course offerings and the new curricula in the College. In general, the Curriculum Committee reviews the course and curricular offerings, and makes recommendations to the Dean, with appropriate justification, for forwarding such proposals to the University Curriculum Committee. The Curriculum Committee Chair shall distribute an agenda to the Dean, each department chair and school director, and each committee member at least one week prior to each meeting.

#### 2.4.3 Faculty Affairs Committee

2.4.3.1 Membership. The work of the Faculty Affairs Committee requires that each member be tenured. The Faculty Affairs Committee shall consist of one member from each academic department and school chosen in accordance with department

Bylaws with the provision that the College representative on the University Academic Freedom, Promotion, and Tenure Committee serves as an additional non-voting member of the Faculty Affairs Committee. The department chairs and school directors also serve as non-voting members of the committee.

2.4.3.2 Function. The primary function of the faculty Affairs Committee is to serve the capacity to the Dean on the matters relating to faculty promotion, tenure, and merit. In this capacity, the Committee shall meet annually with the Dean to develop an operating procedure and guidelines for best serving in this advisory role.

- a. The committee shall review department recommendations on faculty promotion, tenure, and merit and forward their recommendations to the Dean.
- b. The committee shall review and make recommendations regarding policy which affects the faculty.
- c. The committee shall hear faculty grievances in accordance with University Grievance procedures and make recommendations to the Dean regarding action on these grievances.
- d. The committee will inform the College Faculty of its criteria for determining merit recommendations.

#### 2.4.4 Student Recruitment Committee

2.4.4.1 Membership. The Student Recruitment Committee shall consist of one member from each academic department and school selected in accordance with department Bylaws and others appointed by the Dean.

2.4.4.2 Function. This committee is responsible for coordinating student recruitment efforts by the College including such activities as high school and community college visitations, participation in college fairs and career days, organizing and staging an on-campus Engineering Day program, and participation in programs designed to attract and encourage capable students to consider engineering as careers and to attend UNLV to prepare for such careers.

### Section 2.5 Executive Committee

2.5.1 Membership. The Executive Committee shall consist of the Dean, Associate and Assistant Deans, department chairpersons, school directors, and others appointed to the committee by the Dean. The Dean shall serve as chairperson. The Dean shall designate the voting members of the Executive Committee.

2.5.2 Function. The primary function of the Executive Committee is to serve an advisory role to the Dean on matters of importance to the College. Other functions include a review of faculty workloads, receipt of information and announcements, and discussion of new or revised programs, faculty additions, equipment purchases, space allocations, travel approvals, receipt of gifts, etc.

## Section 2.6 Other Committees

### 2.6.1 Ad Hoc Committees

2.6.1.1 Membership. The Dean of the College shall appoint such ad hoc committees as may be required from time to time. All ad hoc committees must have representation from at least two departments.

2.6.1.2 Function. An ad hoc committee is formed for a special purpose by the Dean or by vote or recommendation of the College Faculty. The composition of an ad hoc committee is announced and a specific charge issued upon formation of the committee. In many cases, such a committee is appointed annually for a specific purpose. Examples of ad hoc committees include Bylaws, nominating, faculty search, plan review, scholarship, etc.

### 2.6.2 College Representatives

2.6.2.1 Selection. The selection of College Faculty members to serve on the University of Nevada, Las Vegas Faculty Senate or on any other University Committee shall be in accordance with applicable Senate and University guidelines.

2.6.2.2 Recall Provisions. Any senator, or other College representative, elected or appointed by the College who accumulates unexcused absences amounting to one-third or more of scheduled meetings, or any such individual who is absent from three meetings in succession or any such individual charged with malfeasance may be recalled upon approval of a recall motion by a majority of those in attendance at a College Faculty meeting. A replacement for a recalled senator or College representative shall be elected by a majority vote on a secret ballot from nominees presented at that same meeting. The Faculty Affairs Committee shall review cases of alleged malfeasance and make a recall recommendation to the Dean for appropriate action.

### 2.6.3 Committee to Evaluate the Dean

2.6.3.1 Membership. The Committee to Evaluate the Dean shall consist of one member from each academic department and school in the College selected in accordance with department Bylaws.

2.6.3.2 Function. This committee shall be responsible for establishing the criteria for the periodic evaluation of the Dean in accordance with UNLV Bylaws, Chapter III,

Section 14.3. The committee shall conduct an evaluation no less than once every three years. Such evaluation shall be designed to assess the level of confidence in which the Dean is held by the College Faculty reporting directly to the Dean. The written evaluation report shall be forwarded to the Vice President for Academic Affairs.

#### 2.6.4 Recruitment and Screening Committees

2.6.4.1 Dean of the College. The Vice President for Academic Affairs requests the College Faculty to elect six faculty members to the Recruitment and Screening Committee. The six members shall be elected by the College Faculty in the following manner: one shall be elected by each academic department or school in accordance with department Bylaws and the balance of the six shall be elected from the faculty at large at a scheduled meeting of the College Faculty.

2.6.4.2 Faculty Search Committees. Administrative approval to conduct a faculty search must be forwarded to each department. A Faculty Search Committee must be selected and the search conducted in accordance with the provisions of Section 3.1 below department Bylaws. All such search committees must be approved by the Dean. The Dean may appointed external representatives to a department Faculty Search Committee. The Dean shall appoint search Committees for College administrative positions.

#### 2.6.5 Selections of Department Chairs and School Directors

2.6.5.1 Normal Procedure. The selection process shall be as specified in UNLV Bylaws Chapter II, Section 10.9. Under normal circumstances, the department or school faculty will nominate a chairperson in accordance with department Bylaws. The minimum term of office is three years with a maximum term of six years subject to approval by the Dean. The department or school faculty will announce the nomination in March and the term of office will begin on July 1. The department chair or school director, term of office, and timing must be approved by the Dean, the Vice President for Academic Affairs, and the President.

2.6.5.2 Alternative Procedure. The Dean, after consultation with department faculty and the Vice President for Academic Affairs, may decide to conduct a national search for a new chair. The Dean shall appoint a search committee consisting of at least three department faculty members and at least one College Faculty member from another department. This committee shall conduct the search in accordance with applicable UNLV Bylaws.

2.6.5.3 The removal of a department chair from office shall follow the process outlined in the UNLV Bylaws, Chapter II, Section 10.9.4. The Dean may seek removal of a chair for cause. The faculty of a department may seek removal of their chair upon the secret vote of at least two-thirds of all current members as defined by the department Bylaws.

2.6.5.4 Limit on service. The term of office will be determined by the department Bylaws up to a maximum of six years.

### **CHAPTER 3 - POLICIES AND PROCEDURES RELATING TO FACULTY**

#### Section 3.1 Faculty Recruitment

3.1.1 Recruitment of Faculty. The recruitment of faculty for a department is initiated by the department with the development of a written job description for the requested position(s). The requests of all departments are prioritized by the Dean after consulting with each department chair and school director. Rules and requirements for recruiting of faculty as promulgated by the UNLV Human Resources Department and the University Affirmative Action officer must be followed. After approval to conduct a search is secured, the search committee screens applicants to determine a list of qualified candidates each of who satisfies the job description requirements. The qualified candidates are ranked by the procedure specified in department Bylaws and the top candidates – the actual number depends on travel budget limitations – are invited for on-campus interviews. The faculty shall determine which candidate they wish to recommend for appointment and the Chair shall submit all application materials to the Dean for approval and further action.

#### Section 3.2 Personnel Recommendations

3.2.1 Personnel recommendations relative to tenure, promotion or appointment to academic rank, salary increases, and merit raises shall be in accordance with policies and procedures as set forth in the UNLV Bylaws, Chapter III, Section 6 and in the College and department Bylaws. The Faculty Affairs Committee shall assist the Dean by developing College guidelines, reviewing department personnel decisions, and advising the Dean on personnel recommendations.

#### Section 3.3 Work Loads for Academic Faculty

3.3.1 The work load for each academic faculty member will be determined by the chairperson, in consultation with the faculty and subsequently with the Dean, in accordance with the mission and priorities of the department and applicable College policy. The Executive Committee will review workloads and publish comparative data on an annual basis.

#### Section 3.4 Annual Evaluation of College Faculty

3.4.1 College faculty members, in accordance with department Bylaws, shall be evaluated annually by his/her department chairperson. Department chairpersons shall be evaluated by the Dean of the College and by the department faculty in accordance with department Bylaws.

- 3.4.2 The primary instrument used in the evaluation process is the annual report prepared by each faculty member at the end of each calendar year. This document provides information and documentation concerning their teaching, research, scholarship, professional service, University service, and community service.
- 3.4.3 According to UNLV Bylaws, Chapter III, Section 8. each faculty member shall be evaluated in terms of teaching, scholarship, and university and community service. The department chair shall be responsible for evaluating each faculty member and completing an evaluation report. Such evaluation report must be signed by the department chair and then by the faculty member to indicate having seen the evaluation.
- 3.4.4 In the event that a faculty member disagrees with the evaluation, he or she may submit a written response to the evaluation or may request the formation of a Peer Evaluation Committee to conduct a separate annual evaluation. In acting on such a request, the Dean shall nominate five members of the UNLV faculty who, in his opinion, are peers of the faculty member and have agreed to serve. Typically, four of these will be from the College of Engineering (preferably no more than one per department) and one from another college.

The Dean shall designate the chairperson and specify the date by which the peer evaluation is to be complete. The charge to the committee shall be as stated in the UNLV Bylaws. The Peer Evaluation Committee must consider all materials submitted to it. All provisions of the UNLV Bylaws apply as do all provisions of applicable federal privacy acts. Where department and College Bylaws give guidance, they shall be considered.

### Section 3.5 Awarding of Tenure

- 3.5.1 Eligibility. Only academic faculty members as defined in UNLV Bylaws Chapter I, Section 4.1.1 who are in Rank II (Assistant Professors) or above are eligible for tenure. Administrators are eligible for tenure only in their capacity as academic faculty.
- 3.5.2 Tenure Procedures. Department Bylaws shall include guidelines and procedures for tenure recommendations including a mid-tenure review, a final tenure review, and a procedure for appeals of tenure decisions. The limitations on the probationary period must conform to the University System code, Section 3.3. The mid-tenure review is to be conducted at the approximate mid-point of the probationary period. Mid-tenure reviews are primarily for the faculty member's information but are considered personnel actions. A faculty member under consideration for tenure must be evaluated on the basis of effectiveness and contributions in three areas: teaching, scholarship, and service. Individuals and committees with responsibility for rating applicants for tenure shall assign ratings of (2) "unsatisfactory," (2) "satisfactory," (3) "commendable," or (4) "excellent." No other rating terminology is permitted. In order to be recommended for tenure, a faculty member must receive an excellent rating in either teaching or scholarship and at least satisfactory ratings in the remaining two areas.

- 3.5.2.2 Scholarship. A record of scholarship and professional growth must be established in areas related to the faculty member's discipline. Such a record would include research in the discipline, preparation of research proposals. Award of sponsored research projects, supervision of graduate students, publications – especially in recognized journals and refereed conference proceedings, writing of textbooks and manuscripts, active consulting including the preparation of reports, registration as a professional engineer, and professional stature gained through awards and other recognition of achievement.
- 3.5.2.3 Service. A record of service to one's university, profession, and community must be established. Service includes such activities as: interest and ability in advising and encouraging students; advisor to student chapters and clubs; participation on department, college, university, and system committees and task forces; ability to work with faculty, staff, and students in a team effort to achieve the goals and enhance the status of the department and the university; membership and active participation in professional societies; playing an active role in community organizations and functions and recognition within and outside the university community for effective and fruitful participation and leadership. Service to one's profession is demonstrated through committee assignments, review of submitted papers, and exemplary professional and ethical conduct. Participation in and presentations to short courses, seminars, and conferences are indicative of professional growth activities.
- 3.5.3 Documentation by Applicant. The applicant for tenure bears the responsibility for completing all applicable paperwork related to the application and for documenting contributions and effectiveness in the areas of teaching, scholarship, and service both for mid-tenure and tenure review. The Dean shall publish due dates for such applications in a timely manner.
- 3.5.4 Tenure Recommendations
- 3.5.4.1 Mid-Tenure Review. The anticipated outcome of the mid-tenure review is an appraisal of the progress toward tenure and a statement to the faculty member detailing weaknesses that may be corrected during the remainder of the probationary period. There can be no recommendation to grant tenure at this point and the procedure ends at the Dean's office. However, the faculty member's supervisor can recommend to the Dean that the applicant be given a terminal appointment on the basis of a poor mid-tenure review such that granting tenure at the end of the probationary period is highly unlikely. If the Dean concurs, all materials are forwarded through proper channels for appropriate action. The faculty member may appeal an adverse mid-tenure recommendation.
- 3.5.4.2 Tenure Review. The initial tenure recommendation shall be made by the department in accordance with its Bylaws. The supporting documentation and the department's recommendation are forwarded through administrative channels to

the Dean, then to the Vice President for Academic Affairs and finally to the President. The Vice President for Academic Affairs generally forwards tenure recommendations to the Academic Freedom, Tenure, and Promotion Committee. The recommendations for tenure at all levels are considered in reaching a final decision. The academic faculty member who has been awarded tenure through this process is informed by the President in writing.

### Section 3.6 Promotion or Appointment to Academic Rank

- 3.6.1 Department Bylaws shall include guidelines and criteria for promotion or appointment to academic rank which must be consistent with the University System Code, Sections 5.2 and 5.10 and with UNLV Bylaws, Chapter III, Sections 6, 15, and 16. The UNLV Bylaws spell out minimum requirements but additional College expectations are outlined below.
- 3.6.2 Promotions are considered with respect to the following criteria:
- 3.6.2.1 Assistant Professor. Promotion or appointment to Assistant Professor is based on performance and potential. A strong academic record is a prerequisite and the candidate normally should have completed an appropriate doctoral degree program. Indications must be clear that the aptitude and capability to be a successful teacher and researcher are present and the candidate will grow in stature.
- 3.6.2.2 Associate Professor. Promotion to Associate Professor is based on actual performance and the potential for continued development. A record of excellence in teaching, scholarship, and service must be documented and verified. The prospects of continuing professional growth and department leadership must be demonstrated.
- 3.6.2.3 Professor. An individual promoted to full Professor has earned the respect and recognition of peers in the profession as an authority in a field of specialization and of colleagues and students as an outstanding teacher or researcher. In general, the individual has made major, perhaps nationally recognized contributions in the areas of teaching, scholarship, or public and professional service. Recognition by and service to professional and technical societies at the state and national levels are important factors in this evaluation. In departments or schools with at least 5 full Professors, only faculty at the rank of full Professor within each department or school are eligible to vote on the promotion of an individual to full Professor. For those with less than 5 full Professors, the requirement about who may vote is left to the department or school bylaws.
- 3.6.3 The College expects an appropriate record of creative accomplishment in support of each promotion and appointment as described in the UNLV Bylaws, Chapter III, Section 16. The College recognizes diverse forms of creative endeavor and rewards such accomplishments as they contribute to the primary role of both the College and the

University – the generation, acquisition, transmission, and constructive utilization of knowledge.

- 3.6.4 The preparation of documentation for promotion purposes will follow the guidelines set out above for tenure considerations.

### Section 3.7 Merit Salary Increases

- 3.7.1 The College and department may recommend faculty members for merit salary increases in accordance with the guidelines in Chapter III, Section 10 of the UNLV Bylaws. These guidelines list 14 factors useful in evaluating faculty performance including student advising, committee work, research productivity, teaching effectiveness, professional growth, and leadership positions. Merit raises recognize faculty members who have achieved at least satisfactory performance in the areas of scholarship, teaching, and service with meritorious service in at least one area as determined by the annual evaluation process.
- 3.7.2 The department chair or school director shall evaluate and place each faculty member, according to department Bylaws, in one of the merit levels established by the Provost. The merit procedure is outlined in Chapter III, Section 10.2 of the UNLV Bylaws.

### Section 3.8 Appeal of Personnel Decisions

- 3.8.1 A faculty member who is otherwise eligible but who has been denied reappointment, promotion, salary increases, or appointment with tenure has the option of requesting from the President, in writing, the reasons for such denial within 15 calendar days after notification of denial. In accordance with UNLV Bylaws, Chapter III, Sections 6.4 and 16.8, the administrator rendering the denial shall furnish a written statement of reasons within 15 calendar days of receipt of the request.
- 3.8.2 Within 15 calendar days of receiving the written reasons, the faculty member may submit an appeal for reconsideration of denial to his or her department chairperson. In accordance with UNLV Bylaws, Chapter III, Sections 6.5 and 16.9, the written appeal must include reasons, arguments, and documentation in support of the appeal. Reconsideration shall progress through regular administrative channels employing the same evaluation and recommendation process as the original documentation. The President will make a decision on the appeal in a timely manner. However, the Board of Regents must approve the President's favorable decision on reconsideration in cases involving appointments with tenure or promotion.
- 3.8.3 Additional information is included in Appendix A concerning the channels open to UNLV faculty for filing Appeals of personnel decisions and for filing grievances. Causes for initiating disciplinary procedures against faculty members also are included in Appendix A. Faculty members should refer to the UNS Code and the UNLV Bylaws for the complete text.

Section 3.9 Ethical Guidelines for UNLV Faculty

- 3.9.1 The UNLV Faculty Senate approved Ethical Guidelines for UNLV Faculty on May 20, 1986. The Guidelines were prepared by the Ethics Committee of the UNLV Faculty Senate. These Guidelines govern the Ethics Committee when it considers questions regarding the ethical behavior of UNLV faculty. The entire text of the Guidelines is presented in Appendix B for the information of the College Faculty.

**CHAPTER 4 - PROCEDURES FOR APPROVAL  
OF NEW OR REVISED CURRICULA**

Section 4.1 Curricular Matters

- 4.1.1 All curricular matters shall be initiated and studied by the department faculty and appropriate documentation forwarded to the College Curriculum Committee for action. Procedures relating to modifications of courses or programs of study, whether new or revised, must be in accordance with Chapter II, Sections 4, 5, and 6 of the UNLV Bylaws.
- 4.1.2 Changes of course title, prerequisites (except those that affect another department), description, or number shall be a department matter. However, a change in description which effectively results in a new course or a change in number which makes a course acceptable for graduate credit shall be referred to the Curriculum Committee.
- 4.1.3 The Curriculum Committee, as an agent of the College Faculty, shall approve curricular change subject to the following conditions:
- 4.1.3.1 All proposed curricular changes must be circulated at least one week in advance of the meeting at which they are to be considered. One copy of each proposed change shall be sent to each Curriculum Committee member (including ex officio members) and one copy shall be sent to each of its members, either by circulation or by posting in a convenient location. Minutes of the Curriculum Committee shall be circulated in the same way. All Curriculum Committee meetings shall be open to all faculty members.
- 4.1.3.2 A majority vote of the committee membership shall be necessary to approve undergraduate curricular proposals. All undergraduate proposals rejected by the College Curriculum Committee shall be returned to the originating unity, which then has the option of submitting such proposals directly to the College Faculty.
- 4.1.3.3 All curricular matters of the College which are solely Graduate curricular matters must have the approval at the College level of a majority of the College Curriculum Committee who are on the Graduate Faculty and who are in departments offering graduate degrees. If the proposal is not approved at this level, it shall be returned to the department from which it originated. The

originating department can appeal this decision to those members of the College Faculty who are Graduate Faculty and whose department offers a graduate degree. If a majority of those voting approves the matter, the it is approved by the College.

Section 4.2 Curricular Revisions

- 4.2.1 Curricular revisions, when approved as described above, shall be sent by the College Curriculum Committee to the University Undergraduate Curriculum Committee or the Graduate College Curriculum Committee, as appropriate, in accordance with UNLV Bylaws, Chapter II, Sections 5 and 6.

**CHAPTER 5 - GRIEVANCE PROCEDURES**

Section 5.1 Definition of Grievance

- 5.1.1 A grievance is an alleged violation, questionable interpretation, or error in the administration of the existing University of Nevada System Code or the UNLV Bylaws. In the case of a faculty member, a grievance may arise, after all appeals procedures have been exhausted, from administrative action or inaction which is alleged to have an adverse impact on the employment conditions of the faculty member relating to salary, promotion, awarding of tenure or other contract matters. Grievance procedures must be carried out in accordance with the University System Code, Title 2, Chapter 5, Section-5.7.
- 5.1.2 A grievance is not a complaint against the regulations and procedures that govern the University of Nevada, Las Vegas nor a request to amend, eliminate, or add to such regulations and procedures.

Section 5.2 Procedure

- 5.2.1 Informal Procedure. A grievant must attempt at the outset to resolve the grievance informally with the party alleged to have committed the violation. If the grievant is a student, the hierarchy of informal steps is to successively present his or her case to the faculty member, the department chair, the College Academic Standards Committee, and the Dean until the issue is resolved satisfactorily. If the grievant is a faculty or staff member, the presentation of the case is made successively to the department chair, the Faculty Affairs Committee, the Dean, and the Vice President for Academic Affairs. At each stage, the purposes to hear both sides of the dispute and to prepare a memorandum of findings for distribution to both parties and to a special Grievance File set up for the case. If the grievance remains unresolved after these informal meetings have been held, the next recourse is a hearing before the Faculty Senate Grievance Committee or before the Appeals Committee if the case involves promotion, mid-tenure, tenure, salary, or merit decisions. The Committees will review the case and present recommendations through appropriate channels.

- 5.2.2 If the grievant remains unsatisfied with the outcome as presented by the President, the grievant may pursue the issue through other channels such as the Board of Regents, the courts, or regulatory agencies. Additional information is included in Appendix A.

## **CHAPTER 6 - PREPARATION OF BUDGET**

### Section 6.1 Budget Request

- 6.1.1 Each department shall make annual budget requests and recommendations which shall be forwarded to the Dean. The Dean shall prepare a comprehensive budget for the College and forward the document to the Vice President for Academic Affairs in accordance with Chapter II, Section 7 of the UNLV Bylaws.

## **CHAPTER 7 - AMENDMENT OF THE BYLAWS AND SUSPENSION OF RULES**

### Section 7.1 Amendment of Bylaws

- 7.1.1 Proposed amendments to these Bylaws may be initiated by placing the proposed amendment on the agenda of a regular or special meeting of the College Faculty. The proposed amendment must be distributed to all faculty members at least one week prior to the meeting. All such proposed amendments will be Class A actions.
- 7.1.2 Approval of 2/3 of those voting is required for the adoption of any amendment. More than 1/2 of the College Faculty must vote on a proposed amendment in order for it to be adopted.

### Section 7.2 Suspension of Rules

- 7.2.1 Suspension of any procedural rule for a specific purpose may be accomplished at any College Faculty meeting provided a quorum is present and there is unanimous consent of all members present.

## **APPENDIX A**

### Appeals, Grievances, and Discipline

#### A.1 Channels Open to UNLV Faculty

##### A1.1 Faculty Appeals

A1.1.1 The UNS Code, Section 5.2.4, refers to appeals related to salary, promotion, and tenure as belonging under a campus Appeals Committee. The UNLV Bylaws, Chapter I, Section 4.6.6, defines the campus Appeals Committee as covering salary, promotion, merit, and tenure issues. The faculty member must first act within 15 days of learning of what he or she sees as an adverse decision in order to request reconsideration of that decision. After all other potential remedies have been exhausted; the Faculty Senate constitutes that member's Appeal Committee to include three faculty from a pool of either academic or non-academic faculty. The appellant and the administration shall be represented before the committee by their chosen advocates.

A1.1.2 Faculty need to be aware that the American Association of University Professors (AAUP) exists, that the Nevada Faculty Alliance (NFA) is part of it, and that the member may turn to NFA/AAUP for help if, in the judgment of the member, campus channels were not effective in resolving the appeal.

A1.1.3 Faculty may take an appeal to the Affirmative Action officer if they have exhausted campus channels and contends that race or sex discrimination is involved.

##### A1.2 Faculty Grievances

A1.2.1 The UNS Code, Section 5.7, authorizes each campus to set up a Grievance Committee. The UNLV Bylaws, Chapter I, Section 4.6.11, defines the campus Grievance Committee as covering faculty and student grievances exclusive of issues related to promotion, salary, tenure, and merit. The Grievance Committee, to be appointed by the UNLV Faculty Senate Chair at the request of the aggrieved faculty member, consists of 8 faculty, 3 students, and one administrator designated by the President. The Grievance Committee attempts to resolve problems informally. When this approach fails, the Grievance Committee may recommend that an informal hearing be held in accordance with the UNS Code, Sections 6.8 through 6.19. The outcome of the hearing is a recommendation to the president.

A1.2.2 Faculty need to be aware that they may turn to NFA/AAUP for help if, in the judgment of the member, campus channels were not effective in resolving the grievance.

A1.2.3 Faculty may take an appeal to the Affirmative Action officer if they have exhausted campus channels and contend that race or sex discrimination is involved.

A.2 Cause for Disciplinary Procedures

A2.1 Cause – From Section 6.2 of UNS Code, Revised 1991

A2.1.1 Termination for Cause – Tenured Faculty. After faculty members have been appointed with tenure, their services can only be terminated through established institutional procedures for adequate cause or because of demonstrably bona fide financial exigencies, or curricular reasons.

A2.1.2 Causes. Causes for which faculty members may be disciplined or their services terminated include those defined in Chapter 5 and the following:

- a) Failure to perform the duties for which the faculty member is employed
- b) Incompetence to perform the duties for which the faculty member is employed
- c) Falsification of employment applications or documents submitted to the System, its member's institutions or its special units or making other false or fraudulent representations in securing employment.
- d) Conviction of a felony.
- e) Habitual drunkenness or habitual use of narcotics or dangerous drugs, while on duty, as defined in the Nevada Revised Statutes.
- f) Unprofessional conduct such as may be defined in the standards and norms of academic professional organizations.
- g) Commission of any of the acts specific in Section 2.1.4 of the UNS Code, which have been declared in said section to be the antithesis of academic freedom and responsibility.

A2.2 Cause – From Chapter 5 of UNS Code, Revised 1991

A2.2.1 Chapter 5 of the UNS Code presents the mechanisms for declarations of financial exigency and the procedures to be used in the event of faculty terminations or layoffs due to financial exigency or for curricular reasons.

A2.3 Cause – From Section 2.1.4 of UNS Code, Revised 1991

A2.3.1 The University of Nevada is committed to the solution of problems and controversies by the method of rational discussion. Acts of physical force or disruptive acts which interfere with University of Nevada activities, freedom and responsibility, as are acts which in effect deny freedom of speech, freedom to be heard and freedom to pursue research of their own choosing two members of the faculty or two invited guests of the University of Nevada.

## **APPENDIX B**

### Ethical Guidelines for UNLV Faculty

The Statement on Professional Ethics of the American Association of University Professors provides broad guidelines and serves as an introduction to the more specific standards, which follow.

#### Introduction

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to assure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning priority of conduct within its own framework by reference to a faculty group.

- I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- II. As teachers, professors encourage the free pursuit of learning in students. They hold before them the best scholarly standards of the discipline. They demonstrate respect for the students as an individual and adhere to the appropriate role of intellectual guide and counselor. They strive to foster honest academic conduct and to assure that evaluation of students accurately reflects the merit of their work. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.
- III. As colleagues, professors have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas they show due respect for the opinions of others. They acknowledge academic debts and strive to be objective in professional judgment of colleagues.
- IV. As members of the academic institution, professors seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain the right to criticize and seek revision. They determine the amount and character of the work done outside the institution with due regard to responsibilities within it. When considering the

interruption or termination of service, they recognize the effect of the decision upon the program of the institution and give due notice of such intentions.

- V. As members of the community, professors have the rights and obligations of any citizen. The urgency of these obligations is measured in the light of responsibilities to subject, to students, to profession, and to institution. When professors speak or act as private persons, they avoid creating the impression that they speak or act for the college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

### ROLE OF ACADEMIC ETHICS COMMITTEE

The Academic Ethics Committee investigates and makes recommendations in cases where a breach of professional ethics may have occurred. The committee's first obligation is to inform, persuade, and improve. Disciplinary action by University administrators is viewed as a last resort but may follow as a consequence of the committee's recommendations.

### SPECIFIC STANDARDS

The Committee cannot anticipate all possible ethical concerns. Therefore, the following standards should not be reviewed as exhaustive.

- A. Duties to Students.
1. Failure to meet scheduled classes without prior notice to students is excusable only for reasons beyond the control of the faculty member. Alteration of schedules, cancellation or rescheduling of classes may be done only for valid reasons and after adequate notice to students and to the department chairperson or dean.
  2. Faculty members should maintain a predictable presence on campus and be available for consultation with students, colleagues, and others.
  3. Faculty members should, at the beginning of a course, give reasonable notice to students of the general content of the course, what will be required of the students and the criteria upon which their performance will be evaluated. Evaluations must be performed conscientiously, without prejudice or favoritism, and must be consistent with the criteria stated at the beginning of the course.
  4. Faculty members must not use their positions, authority, or relationship with students to obtain uncompensated labor for personal, professional, or pecuniary gain. They may not ask students to perform services unrelated to legitimate academic requirements of a course unless the student is adequately compensated

for such services. Faculty members must not accept gifts or favors from students or other members of the campus community where there is reason to believe that such a gift or favor is motivated by a desire to secure some academic or personal advantage.

5. Faculty members must not plagiarize the work of student. Where a faculty member and a student work together, appropriate credit must be given to the student. Faculty members may not limit or curtail the right of a student to publish or otherwise communicate the result of the student's own scholarly activities.
6. Faculty members are expected to act in an open and fair manner to the best of their ability. Specifically, faculty members must not discriminate against, harass, or otherwise impose prejudicial treatment upon a student because of any personal or behavioral characteristic beyond the control on the student.

B. Professional Obligations

1. Faculty members should not plagiarize or permit the appearance that they have authored work done by others, nor shall they misrepresent records of publication, service, and teaching.
2. Faculty members should be honest in the presentation of research data and in the description of work.
3. Faculty members shall exercise reasonable effort to remain informed and knowledgeable about developments in the academic areas to which their teaching assignment relate.

C. Obligations to the University.

1. Faculty members must not use university property or facilities for pecuniary gain or for personal advantage if the use of such property or facilities and such use causes more than trivial cost to the university or provides more than trivial advantage to the faculty member.
2. Faculty members must avoid exploiting the university's name or their own relationship with the university for personal reasons unrelated to legitimate academic or professional activities. They must not intentionally create the impression, in public appearances or statements, that they are representing the university unless, in fact, they are.
3. In making decisions or recommendations concerning admission, employment, promotion, retention, tenure, or other professional matters, faculty members are

expected to act in an open, objective, fair, and thorough manner to the best of their ability.

4. Faculty members are responsible for protecting against entry into a profession a person who is dishonest or unethical in conduct.

## APPENDIX C

### Statement on Sexual Harassment

Sexual harassment is discriminatory and unlawful. It may cause person anguish as well as career damage, and as an assault upon an individual's dignity, it is clearly inconsistent with the nature of an academic community.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term of student's grade, or presence in a class or program; (2) submission to or rejection of such conduct by a person is used as the basis for evaluation decisions affecting such a person; and (3) such conduct has or may have the purpose or effect of unreasonably interfering with a student's performance in a class or program or of creating an intimidating, hostile, offensive, or unfair environment for the professor-student relationship.

Faculty members, as officers of the university, are in supervisory positions. As supervisors, faculty members have special obligations to avoid committing sexual harassment and to decline sexual favors should they be offered.

(Approved by Faculty Senate 5/20/86)

## **REVISION HISTORY**

1. Revisions were approved by the faculty on 5/17/2005.